CITY ATTORNEY & ORGANIZATIONAL SUPPORT SERVICES

The City Attorney and Organizational Support Services Department was created under the 2004 reorganization in order to consolidate under one department all internal functions of the City; that is, those functions which provide services primarily to City employees and elected officials. Because the City Charter requires that an in-house City Attorney be a department director, all Organizational Support Services Department personnel are under the supervision of the incumbent City Attorney. The specific departmental functions are:

Office of the City Attorney

Serves as the chief legal advisor to the Governing Body, City Manager and all City departments; represents the City in all legal proceedings.

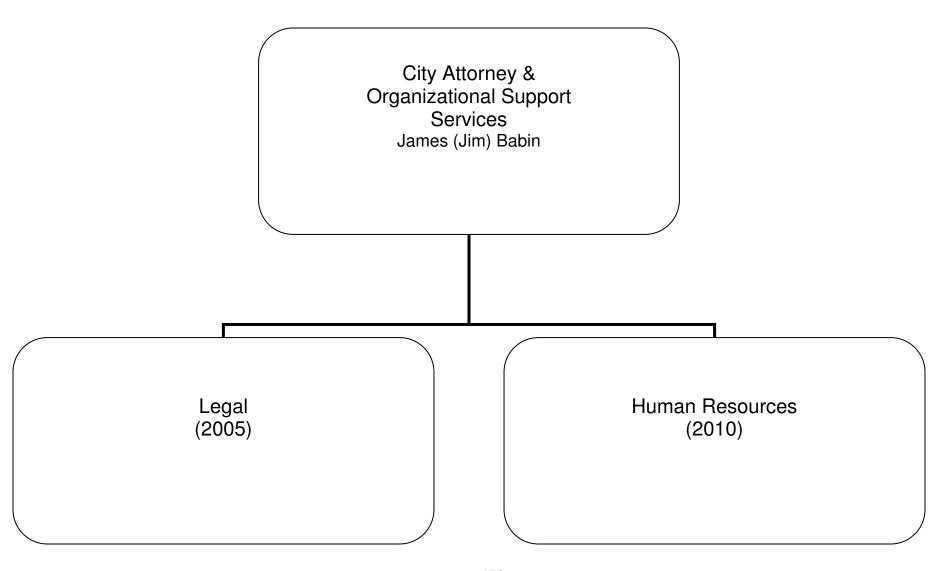
Human Resources Division

Provides full service Human Resources functions for all City employees, including all personnel services and administration, wage and salary development and administration, classification development and administration, safety program administration, City-wide training, Worker's Compensation program administration, labor relations, and all other related functions.

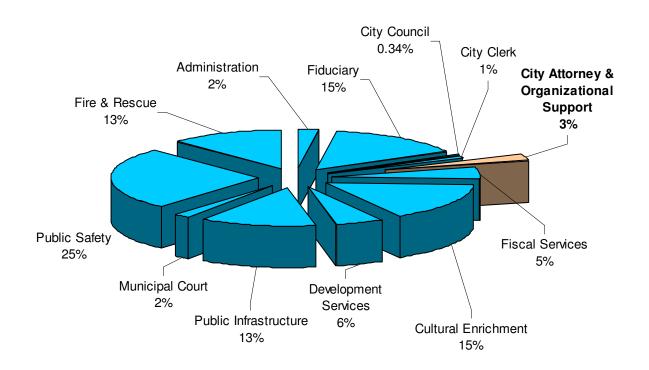
Risk Management

Currently an additional function of the Office of the City Attorney, with the assistance of the Human Resources Division. Function to become separate division in the future.

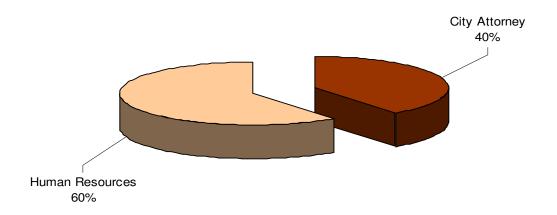
City of Rio Rancho Department Budget Structure



GENERAL FUND FISCAL YEAR 2008 City Attorney and Organizational Support



Total Budget \$ 1,669,275 Percentage by Cost Center



City Attorney & Organizational Support Services - City Attorney (2005)

Program Description:

The City Attorney is the only Department which answers to the City Manager and the Governing Body directly by City Charter provision. Recognizing a certain segment of preventive law exists, the City Attorney is primarily a reactive institution, dependent almost entirely on outside forces which determine its workload, and, most importantly, workload priority. Time, numerical or quantitative measurements have little or no value. While 100 issues may take a month to resolve, one may take a full year or more. Indeed, the Canons of Ethics of the ABA and the New Mexico Bar require an attorney to turn down tasks for clients where the attorney believes in his professional judgment cannot be done in a professional manner either because of the workload or specific expertise of the attorney. To not do so subjects the attorney to discipline and potential malpractice suits. The only real measurement is the subjective judgment of the client. Those caveats being stated, the City Attorney's Office will strive to accomplish the following Goals & Objectives:

Goals and Objectives:

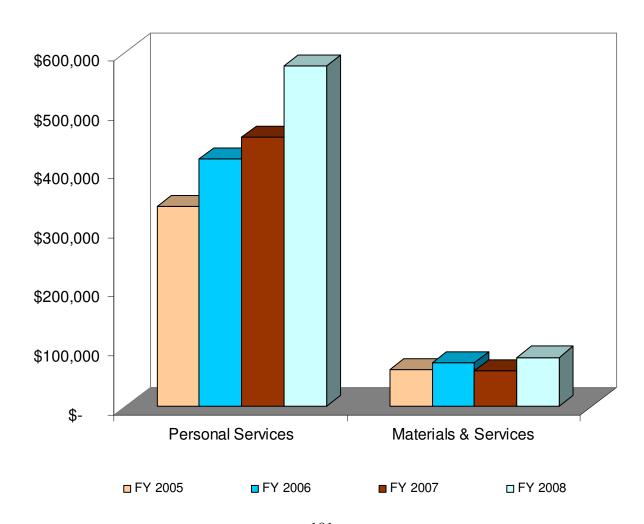
QUALITY AND EXCELLENCE GOAL: Strive to improve overall effectiveness in all aspects of services and become a community of quality and excellence.

- OBJECTIVE: Improve the service level of Municipal Court system
 - 1. Revise and update Local Rules for Municipal Court
- OBJECTIVE: Improve the enforcement of local laws
 - 1. Revise, repeal, replace selected ordinances for City Council consideration and adoption

OPERATIONS GOAL: Continue to define, improve, and enhance the delivery and efficiency of operations and services within city government and to the citizens of the community.

- OBJECTIVE: Assist to ensure smooth transition of fire and rescue personnel from DPS to own department
 - 1. Review and recommend changes where necessary all DPS Standard Operating Procedures and all new Department of Fire and Rescue Standard Operating Procedures
- OBJECTIVE: Improve purchasing documents for clarity and use
 - 1. Revise and reconcile all standard purchasing forms
- OBJECTIVE: Lower loss experience for WC, Tort and EEOC claims
 - 1. Examine filed claims to determine if change in operations would have prevented incident; make appropriate recommendations and institute changes, if warranted.

CITY ATTORNEY & ORGANIZATIONAL SUPPORT SERVICES **City Attorney Cost Center 101-2005 Expenditures** FY 2005 FY 2006 FY 2007 FY 2008 % Adopted Actual Change Actual Actual Personal Services 338,950 419,870 457,547 577,761 26% Materials & Services 61,761 74,327 60,114 83,505 39% Total \$ 400,711 494,197 517,661 \$ 28% 661,266 Positions Approved* 5 6 6 7 17%



^{*}Full Time Equivalence

City Attorney & Organizational Support Services / Human Resources (2010)

Program Description:

Human Resources, is a division of the City Attorney and Organization Support Services Department, administers the classification and compensation, payroll processing, education and training, employee's assistance program (EAP), employee benefits, employee relations, employee safety, HR policies and work rules, labor relations for city unions, recruitment and retention, and the youth worker program.

Goals and Objectives:

QUALITY AND EXCELLENCE GOAL: Strive to improve overall effectiveness in all aspects of services and become a community of quality and excellence.

- OBJECTIVE: Promote continued training of employees
 - 1. Provide meaningful training to supervisors on Family and Medical Leave, American's With Disabilities, AFSCME Contract, RRPFDA Contract, Worker's Compensation, Just Cause/Progressive Discipline, Accident Reporting, Sexual Harassment and Conflict Resolution.

WORKFORCE GOAL: Recruit and maintain high quality, motivated employees; promote continued training of employees; and, strive to provide a safe work environment.

- OBJECTIVE: Recruit and maintain high quality, motivated employees
 - 1. Implement Classification and Compensation plan by 01/01/2008.
- OBJECTIVE: Strive to provide a safe work environment
 - 1. Training for supervisors on American's With Disabilities, Worker's Compensation, Accident Reporting, Sexual Harassment and Conflict Resolution. Continue to provide monthly safety training to all employees. Continue to have safety committee meetings quarterly and accident review committee monthly.

Performance Indicators:

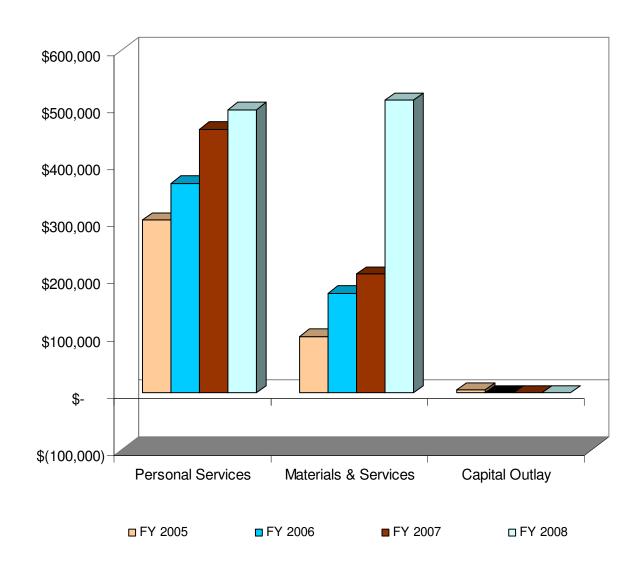
- More effective managers and supervisors as evidenced by lower turnover and the percentage of grievances that pass from management control.
- 100% compliance with all Federal and State employment laws.
- Reduction of reportable incidences of work related accidents and injuries.

Prior Year Accomplishments:

- Fully integrated the Payroll function and the HR function and now offer a seamless employee services team with no overlapping tasks. Staff is appropriately cross trained.
- Achieved 100% payroll audit by the State auditors.
- Successfully implemented online candidate applications that are received electronically and are distributed electronically to hiring managers.
- Successfully Implemented online job posting.
- Completed internal payroll audit to ensure accuracy of employee demographic information.

CITY ATTORNEY & ORGANIZATIONAL SUPPORT SERVICES **Human Resources Cost Center 101-2010 Expenditures** FY 2005 FY 2006 FY 2007 FY 2008 % Actual Actual Actual Adopted Change Personal Services 302,051 366,861 461,418 495,840 7% Materials & Services 98,463 174,703 207,994 512,169 146% Capital Outlay 4,898 (1,000)0% \$ Total 405,412 \$ 540,564 \$ 669,412 \$ 1,008,009 51% 9.5 Positions Approved* 9.25 11.25 9.5 0%

^{*}Full Time Equivalence



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